



## WISCONSIN DEPARTMENT OF Public Instruction

### Guide for the Bilingual-Bicultural Plan of Services

The purpose of this application is to collect estimated data/information on the district's Plan of Services Bilingual-Bicultural program. Only eligible English learners (ELs) and the staff/staff time serving them should be included in this report.

#### HELP section

- Please note: for each screen, there is a HELP section that might contain the information you seek.

#### Contact Information

- Please feel free to include other contacts; it can be helpful to have a secondary contact when the main contact person is not available, or if more than one person works on the application.

#### Program Description

##### *Assessment:*

- List the language proficiency assessments you are using (e.g.: ACCESS, MODEL [if applicable])

##### *Implementation:*

- In the text box, please briefly describe your program.
- There are usually multiple program types in a district. Mark all that are used.

##### *Goals, Objectives*

- What are the overarching goals for your program? (2-5 sentences)

##### *Parental Involvement*

- How are caregivers included in your program? (2-5 sentences)

##### *Staffing*

- Provide a general description of your staff and/or the changes to staff this year (ex: Added 1.5 EL teachers to elementary school).

##### *School Day*

- This information should be included in the text box for Implementation. You can skip it, or enter "No changes".

##### *Materials*

- Describe, in general, any new materials that are being purchased (ex: All materials are linked to our content-based approach as well as to the district mainstream curricula).

### Evaluation

- Describe, in general, how English learners are evaluated for being on track or when there are academic concerns.
  - o (ex: The performance of EL students is evaluated at each site through our Continuous Improvement Process (CIP). This year, we will be focused on the implementation of culturally responsive and sustaining practices and RtI. Student study teams will evaluate the performance of all students including ELs in ELA and mathematics. We have developed PLC's and incorporated collaborative work directly into the school schedule. Data is regularly reviewed for EL's through progress monitoring.).

### Budget Section

- **The budget portion is just an estimate for the upcoming year. Estimate the best you can for expenses.**
- Also, only expenses related to providing services to eligible English learners may be included (eligible ELs are those who are served by a bilingual teacher or served by ESL teacher and bilingual paraprofessional [if language is not Spanish]).
- A list of approvable expenditures can be found at: <http://dpi.wi.gov/english-learners/bilingual-bicultural>

### Student Count

- Only choose the schools where eligible ELs are served and only include the numbers of eligible ELs in the student count section. If you have any questions about eligibility, please refer to, "Who Is Eligible" found at: <http://dpi.wi.gov/english-learners/bilingual-bicultural>

### Staffing

NOTE: When the End of Year report is started before the plan of services, it is possible to upload staff data from the plan of services for the same school year and thereby avoid entering all staff data.

### Bilingual Paraprofessionals

- A bilingual para must be included as a part of the bilingual-bicultural program in every school for every language population (other than Spanish speakers) included in the plan.
- In a few instances, the bilingual para position will be a district-wide position. If this is true for your district, please include the names of the schools the bilingual aide serves in the district-wide description.
- For the most part, district-wide positions are for bilingual aides who work on district-wide tasks such as translation of documents or interpretation for caregivers.
- Bilingual paras must be fluent in English and the target language of the students. For all languages except Spanish, when the EL teacher is a native speaker of that language, the

requirement for a bilingual para may be waived.

### ***Bilingual Teachers***

- Bilingual teachers must hold a current bilingual license to be included as a bilingual teacher.
- For programs serving Spanish speakers, there is no exemption: students ***must*** be served by a bilingual teacher.

### ***Supervisors/Administrators***

- Do not include the names/FTEs/or any portion of the salary/fringes for supervisors/administrators who are in positions normally provided by the district (e.g., principal, director of instruction, director of pupil services, assistant superintendent). Only those staff who serve in a supervisory role and who have an educational background in bilingual/EL education (preferably with a current bilingual or ESL license) will be considered.

### ***Whom to Contact***

- If you have questions or are experiencing problems related to this application, contact Melissa Vásquez at 608-264-9545 or [melissa.vasquez@dpi.wi.gov](mailto:melissa.vasquez@dpi.wi.gov)